

**U.S. EMBASSY KUWAIT
VACANCY ANNOUNCEMENT NO. 022-14**

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: BUDGET ANALYST
FSN-401-7*; FP-07**

OPENING DATE: June 30, 2014

CLOSING DATE: July 14, 2014

WORKING HOURS: FULL-TIME; 40 hours/week

SALARY: Full Performance Level:
Not-Ordinarily Resident (NOR):
US\$34,667 ; Position Grade: FP-07
(** Final grade/salary to be determined by HR/OE –
NEA/EX/HRD)

Ordinarily Resident (OR): KD7,765 p.a. (Starting Salary)
Position Grade: FSN-7
* Actual grade and salary will be based on the
qualifications of the applicant.

IMPORTANT NOTE

All U.S. Citizens (USEFMs, EFM's or MOHs as defined below) of U.S. Government Employees assigned to the Mission and under Chief of Mission (COM) authority are eligible for consideration. A U.S. Citizen EFM does not have to be residing in country to be considered but the sponsoring officer under COM authority does have to be officially assigned to post.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Kuwait is seeking an individual for employment in the position of Budget Analyst in the Office of Military cooperation – Kuwait (OMC-K).

BASIC FUNCTION OF THE POSITION

The incumbent of this position assists and reports directly to the Financial Management Analyst position. Employee performs complex administrative and analytical tasks to support the financial activities in the comptroller division, including maintaining the financial transactions of Foreign Military Sales support case, MIPR and other funds by category and limitation of expense code, totaling \$5M. Prepares reports to execute funds and coordinate with the internal agencies, i.e., finance, and the procurement office to liquidate open obligations. Provides the required information about areas of responsibility to the Financial Analyst position.

Duties and Responsibilities:

1. Develops, executes and manages wide range of administrative and analytical duties in the execution of unusually and complex budget management for Foreign Military Sales program consist of two funding lines. Researches and analyzes financial data with internal agencies and provide some guidance about area of responsibility to the personnel involved in the budget program.

2. Compiles and analyzes accounting records of each obligation line and other related data by financial categories to maintain budget targets by expense codes and make sure of compliance with applicable limitation spend and policy, record and validate obligation by document identification and expense code and update the payment data into complex budget software (SAARMS) Security Assistance Automated Resource Management Sys.
3. Periodically, reconcile and verify financial information including independent audit reports to update the financial records on monthly/quarterly basis by obligation line and expense code and provide statistical data to the Financial Analyst position to facilitate reconciling the open obligations totaling \$2M.
4. Analyze data to detect, and correct errors and retrieve information from computerized databases and prepare detailed reports about discrepancies or amendments that occurred in the budget, and recommend fund increase when it's required.
5. Second reviewer of Defense Travel system orders/vouchers; reconcile final payment by voucher number totaling \$75K per year with the travel budget target.
6. Assists on controlling direct payments transactions, monitor payment packages include reviewing the support documents for each line of accounting and forward it to the supervisor to determine proper for payment.
7. Serves as liaison person with the embassy procurement office and the contracting command in Camp Arifjan to conduct depth and wide coordination to monitor program-level contracts and provides contractor funds status reports and/or recommend funding decisions up to \$500K, discuss funding issues with direct supervisor and obtain the required support documents like purchase order, BPA call, contracts, invoices, vouchers and receiving reports and then liquidate or adjust the obligation line and update the payment history as required.
8. Serves as alternate billing official for the Government Purchase Card Program in Camp Arifjan, which is consist of three card holders with \$50K monthly limit, approve GPC requests and transactions in the absence of the primary billing officer.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of High School education and 2 years of business Admin, or Finance Study (60 Semester hours of Finance, Accounting and/or Business Administration) or Associates degree or higher in Business Admin, Finance, Accounting, or Auditing.
2. Five years of experience in the field of finance.
3. Level III (good working knowledge) in English. (Reading/Speaking/Writing)
4. Good working knowledge of budget funding execution rules and practices as well as procurement and purchasing methods, Government Purchase Card (GPC) program, DTS program, and government accounting systems.

5. Skill in the use of Microsoft Excel, Word and Power Point. Must possess good interpersonal skills, able to multi-task, must be proactive and perform tasks to completion without constant oversight. Ability to maintain accurate records.

(NOTE: A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.)

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

NOTE: Only qualified applicants will be called for a test/interview.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position **must** submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174), which is available on the Embassy's websites:
<http://nea.p.state.sbu/sites/kuwait> ; <http://kuwait.usembassy.gov> **OR**
2. A current résumé or curriculum vitae that provides the same information found on the UAE (DS-174) (see Appendix B); **OR**
3. A combination of both (i.e., Sections 1-24 of the UAE along with the listing of the applicant's work experience attached as a separate sheet; **AND**
4. Copy of high school certificate/university degree (per the qualification requirement above); **AND**
5. Copy of the Civil ID and passport (including the residence permit page); **PLUS**
6. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans

preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

SUBMIT APPLICATION (BEFORE THE CLOSING DATE) TO:

Human Resources Office
U.S. Embassy Kuwait
Bayan, Block 13, Al-Aqsa Mosque Street

OR

Email the application to: HROKuwait@state.gov

NOTE: Incomplete or late applications will not be considered.

POINT OF CONTACT

Human Resources Office
Telephone: 2259-1001

CLOSING DATE FOR THIS POSITION: COB July 14, 2014

The U.S. Mission in Kuwait provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices and/or courts for relief.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51% dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51% dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, incapable of self-support.
2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 - a) Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 - b) Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
 - Is a U.S. citizen; and
 - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, (i.e., a direct-hire Foreign Service, Civil Service or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority); and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity.

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

An MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. An MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle & Last Names as well as any other names used
- F. Current Address, Day, Evening and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number;
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship;, Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership & Recognition
- Q. Language Skills
- R. Work Experience
- S. References